

1. For the Fiscal Year 2016, there will be limited funds available for Caregiver Support (CGS) Services. These funds will be available on a first come, first served basis.
2. What is Caregiver Support Services?
 - a. It is a short-term relief period for the primary caregiver.
 - b. It can be provided in -
 - i. the primary caregiver's and individual's home; OR
 - ii. a non-private residential setting (i.e., a "respite home").
 - c. You will choose a provider from an approved Caregiver Support Services Picklist. The provider will provide the trained staff to supervise the eligible individual(s).
 - d. The trained staff can do the following activities:
 - i. assistance with toileting and feeding;
 - ii. assistance with daily living skills, including assistance with accessing the community and community activities;
 - iii. assistance with grooming and personal hygiene;
 - iv. meal preparation, serving and clean up;
 - v. medication administration.
 - e. The trained staff **CANNOT** do the following activities:
 - i. completion of routine household chores,
 - ii. caring for non-CGS approved persons.
 - f. The trained staff cannot be the parent, spouse or primary caregiver of the individual receiving the CGS.
 - g. The trained staff cannot be any adult that also resides in the same residence as the individual receiving services.
 - h. The trained staff cannot be used while the primary caregiver is at work.
 - i. The trained staff cannot use his/her own home as the place to provide the Caregiver Support Services.
 - j. Caregiver Support Services cannot pay for the cost of registration fees or the cost of recreational activities (e.g. camp, etc.).
 - k. Caregiver Support Services cannot be used to pay for rent, food or other household costs.
 - l. Caregiver Support Services will not be available to the primary caregiver if the individual is receiving or begins to receive other services from the Bureau of Developmental Disabilities Services (BDDS) or programs such as (but not limited to) as Vocational Rehabilitation Services, First Steps, CHOICE, Division of Aging waiver, etc.

Reminder: Funds are available on a first-come, first-served basis.

Frequently Asked Questions regarding Caregiver Support Services (CGS):

	Question	Answer
1	What is the definition of short term relief?	The primary caregiver has the responsibility to use the limited hours as needed. The short term relief can be for a few hours to a weekend stay.
2	Can CGS pay for In-home overnight staff?	Yes, however, CGS staff cannot sleep while on duty and can only work for 12 consecutive hours.
3	Can the staff sleep while providing the CGS?	CGS Staff <u>cannot</u> sleep while on duty.
4	Are there time limits for staff?	CGS staff person can work no more than 12 consecutive hours per day.
5	Is there a lower age limit for the individual?	There is no age limit, as long as the child is eligible for DD services.
6	Is there an individual to staff ratio?	Yes. CGS cannot exceed individual(s) to staff ratio - 3:1. The determination is based upon each individual's needs.
7	Is there a requirement that the individual applies for the waiver services?	No. There is no requirement, but it is recommended.
8	Can individuals be receiving CGS Services at Adult Day?	No.
9	Does the staff need to meet RHS staff regulations?	Yes, the provider must follow the 460 IAC 6 – RHS staff requirements
10	Can CGS staff administer medications?	Yes, as needed, if the staff has been trained, as required in 460 IAC 6.
11	Does the staff need to be CPR certified?	Yes, as required in 460 IAC 6.
12	Does the staff need to complete the Incident reports?	Yes, as required in 460 IAC 6.
13	Can relatives be the staff to provide the caregiver support supervision?	Yes, as long as the relative is not residing at the same address as the individual. The relative must be employed by the provider, meet the staff requirements, receive the required training and adhere to staff time limits.
15	Can CGS be provided when the primary caregiver is attending school classes Funerals? Hospital visits?	Yes, if that is how the primary caregiver needs to use the Caregiver Support Services.
16	Can CGS be provided when the primary caregiver is on vacation?	The district must submit request to and receive prior approval from BDDS Central Office.
17	Can CGS be provided during summer vacations or snow emergencies?	Yes, as long as the primary caregiver is not working during those CGS hours and the provider has the staff

		available.
18	Is primary caregiver required to apply for Medicaid on behalf of the individual?	No, but it is recommended.
19	If there are medical diagnoses, should the individual, who has obtained Medicaid eligibility, be required to apply for PA – Respite Nursing services? If there is denial, then CGS can be used?	Yes and yes
20	Who will be doing the monitoring of utilization of CGS?	The BDDS Central Office will complete a review at the end of six months and nine months.
21	Does the primary caregiver need to reapply at the end of the fiscal year?	Yes. The application must be completed annually.
22	Are CGS budgets auto-renewed?	No. the primary caregiver must complete the application at the beginning of each fiscal year.
23	Is Indirect Service Coordination allowed for this service?	No
24	Do you have to re-apply for CGS services every year?	Yes. CGS is a service that requires an application due to the first-come, first-served requirement.
25	Can the CGS budget stop during the fiscal year?	Yes. If the individual begins to receive other services from BDDS, VRS, CHOICE, DCS, First Steps, etc., the family must notify the provider and the district office. CGS budget will stop on the start date of the other services.